

Friday, January 17, 2025

ADF 2025 Summer Staff Positions

Company: American Dance Festival
Location: DURHAM, NC
Compensation: \$500/Week or \$850 stipend

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2025 SUMMER STAFF OPPORTUNITIES

To be considered for any summer staff position, please submit the following by February 15 to adf@americandancefestival.org with SUMMER STAFF in the subject line.

- ? Cover letter
- ? Résumé with relevant experience highlighted
- ? One letter of recommendation from an individual who can speak directly about your qualifications
- ? Three references

SUMMER COORDINATORS (3)

When applying for a Summer Coordinator position, you may be considered for any of the three coordinator positions. Please rank your preference (#1, #2, and #3) in your cover letter.

HOSPITALITY COORDINATOR

The Hospitality Coordinator provides coordination of events and hospitality for the ADF community. This position works collaboratively with all departments and reports to the Director of School Administration.

Qualifications/experience:

- ? Management experience in the hospitality industry or events
- ? Arts administration experience or coursework
- ? Excellent customer service and organizational skills
- ? Strong leadership skills, self-motivation, and professionalism
- ? Ability to multitask and delegate in a fast-paced environment
- ? Excellent attention to detail and accuracy
- ? Strong Google Workspace and Microsoft Office skills
- ? Experience managing or overseeing a team preferred

Primary responsibilities:

- ? Coordinate all housing, dining, ID cards, keys, and maintenance for students, faculty, staff, and guests in partnership with Duke University
- ? Greet and assist visitors to the ADF offices
- ? Provide hospitality and on-call assistance to students, faculty, staff, and guests
- ? Oversee hospitality storage, inventory, and supplies
- ? Plan and implement key events and activities
- ? Provide festival-wide event support in coordination with the development team
- ? Assist with student check-ins and orientations
- ? Supervise one intern and multiple work-study students

Details and compensation:

- ? Dates of position: May 12–July 30, 2025

- ? \$500/weekly
- ? Shared housing with two other summer coordinators
- ? Take one Summer Dance Intensive class, attend drop-in classes and showings
- ? Receive complimentary performance tickets

This position must be able to work independently with minimal oversight as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. This position involves physical labor. Early morning, evening, and weekend work required. A car is required for this position.

PROGRAM & ADMINISTRATIVE COORDINATOR

The Program & Administrative Coordinator provides coordination and administrative support to all school programs and faculty. This position works collaboratively with the entire ADF School team and reports to the Director of Education.

Qualifications/experience:

- ? Experience and/or interest in educational/festival programming.
- ? Excellent customer service and organizational skills
- ? Strong interpersonal and communication skills
- ? Strong leadership skills, self-motivation, and professionalism
- ? Ability to multitask, delegate, and be proactive in a fast-paced environment
- ? Excellent attention to detail and accuracy
- ? Strong Google Workspace and Microsoft Office skills
- ? Experience managing or overseeing a team-preferred

Primary responsibilities:

- ? Coordinate support, needs, and communication for all school program faculty
- ? Act as school staff liaison for school program musicians
- ? Provide program coordination and support for DPW and PDI
- ? Manage all class proctors' drop-in classes and provide class attendance reports to the ADF School.
- ? Provide logistical and administrative support for school opening weekends, auditions, orientations, and

check-ins

- ? Assist with school program events and activities, including Teaching Tribute and Student Concerts.
- ? Provide general administrative and organizational support to the Director of Education, Director of School Administration, and School Assistant
- ? Supervise one intern and multiple work-study students.

Details and compensation:

- ? Dates of position: May 12–July 30, 2025
- ? \$500/weekly
- ? Shared housing with two other summer coordinators
- ? Take one Summer Dance Intensive class, attend drop-in classes and showings
- ? Receive complimentary performance tickets

This position must be able to work independently with minimal oversight as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. Early morning, evening, and weekend work is required. A car is required for this position.

LOGISTICS COORDINATOR

The Logistics Coordinator provides coordination of studio, transportation, equipment, and technical needs for the ADF community. This position works collaboratively with all of the departments and reports to the Director of School Administration.

Qualifications/experience:

- ? Experience in dance production, facilities, and/or event planning
- ? Experience with basic audio/visual and other technical equipment
- ? Excellent attention to detail and accuracy
- ? Strong interpersonal and communication skills
- ? Excellent customer service and organizational skills
- ? Strong leadership skills, self-motivation, and professionalism
- ? Ability to multitask, delegate, and be proactive in a fast-paced environment
- ? Strong Google Workspace and Microsoft Office skills
- ? Experience managing or overseeing a team-preferred

Primary responsibilities:

- ? Oversee and manage studio reservations and space calendars for students, faculty, and visiting companies.
- ? Manage transportation schedule for all intensives (i.e., airport transportation and weekly bus schedules)
- ? Create weekly schedules and spreadsheets for upcoming events and projects
- ? Coordinate studio set-up, upkeep/cleaning, and breakdown
- ? Act as Technical Director for all ADF School classes, rehearsals, showings, and events
- ? Oversee School Operations storage, inventory, and supplies
- ? Supervise one intern and 1-2 work-study students

Details and compensation:

- ? Dates of position: May 12–July 30, 2025
- ? \$500/weekly
- ? Shared housing with two other summer coordinators
- ? Take one Summer Dance Intensive class, attend drop-in classes and showings
- ? Receive complimentary performance tickets

This position must be able to work independently with minimal oversight as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. Early morning, evening, and weekend work is required. A car is required for this position.

PRE-PROFESSIONAL DANCE INTENSIVE DORM COUNSELORS

To be considered for a Dorm Counselor position, please submit the following to adf@americandancefestival.org with Dorm Counselor in the

subject line.

- ? Cover letter
- ? Résumé with relevant dorm counselor or equivalent experience highlighted
- ? One letter of recommendation from an individual who can speak directly about your qualifications
- ? Three references

PRE-PROFESSIONAL DANCE INTENSIVE DORM COUNSELOR

Each year, the American Dance Festival builds a team of five dorm counselors for its Pre-Professional Dance Intensive (PDI). PDI is a two-week, audition-based program for dancers ages 13–17 that provides rigorous dancing with a focus on community-building to develop the artistic voice. Counselors play a critical role as mentors and gain experience supporting dancers' training in the classroom and through constructing a healthy, fun, and inclusive residential living experience. This position works collaboratively with the entire ADF School team and reports to the Director of Education and Director of School Administration.

Primary responsibilities:

- ? Provide daily schedule oversight and accompany students to all classes, meals, activities, and performances
- ? Plan and implement activities with students' input
- ? Cultivate a trusting community that continues outside of the classroom and in the residential hall
- ? Model best practices in how to take classes and manage the stresses of an intense training experience
- ? Serve as a mentor and provide support to students for emotional and physical issues
- ? Act as a mediator with any roommate or peer conflict that may arise with the support of ADF School staff
- ? Enforce ADF and Duke University guidelines and policies

Qualifications/experience:

- ? Prior experience working with students as a residence life assistant, camp counselor, or equivalent role, preferably with youth ages 13–17
- ? Strong leadership skills, self-motivation, and professionalism
- ? Strong interpersonal and communication skills
- ? Conflict resolution skills and ability to negotiate sensitive situations with integrity and maturity
- ? Ability to balance responsibilities in a fast-paced environment
- ? Knowledge of or familiarity with best practices for creating an inclusive community for students of all races, genders, sexual orientations, and physical abilities

Details and compensation:

- ? Dates of position: July 9–27, 2025
- ? Compensation: \$850 stipend
- ? Dorm counselors are provided housing and three meals a day on Duke University's east campus
- ? Dorm counselors take classes and attend performances with PDI students
- ? ADF provides dorm counselors with three days of training, team building, and planning sessions prior to student arrival. Training dates are July 9–11, 2025. Dorm counselors will need to arrive on the morning of July 9th .

Dorm counselors have a great deal of responsibility and are intensively engaged with program participants every day. Dorm counselors get one designated day off per week. Applicants must be 21 or older. Some dorm counselors will be asked to have a car with them at the festival. All dorm counselors must pass a background check and complete online training on policies and issues relating to interactions with minors as coordinated by Duke University.

ADF is offering summer staff positions for our 2025 season! Apply for any of the 4 positions (& rank 1-4). Looking for a coordinator for HOSPITALITY, PROGRAM & ADMIN, LOGISTICS, and DORM COUNSELORS. For more information about the positions and salary, visit this website:

<https://americandancefestival.org/employment/>

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For more information:
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